

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: <u>Staff Attorney I</u> CLASSIFICATION CODE: <u>00584000</u> SALARY RANGE: <u>52,780 - 59,688</u> REFERENCE POSITION NO.: <u>46</u> Department or Agency Name <u>RI Ethics Commission</u> APPLICATION PERIOD: <u>9/20/2010-10/1/2010</u> <u>Division/Section/Unit</u> Assignment(s) / Comments _____ Shift and Days: <u>M - F NS</u> Job Location: <u>Providence</u> Restrictions/Limitations: _____ Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>x</u> _____ Name of Bargaining Unit Union: <u>N/A</u> There is* _____ is not <u>x</u> a Civil Service List for this position See A/B or Both for Specific Instructions * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>								
	<p>INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number. Most Important - Please include the following information:</p> <table border="0"> <tr> <td>• The title of the position for which you are applying</td> <td>• Name of department where you are currently employed</td> </tr> <tr> <td>• Title of your present position and date you entered it</td> <td>• Your business telephone number</td> </tr> <tr> <td>• Date you entered State service</td> <td>• Present Union Affiliations</td> </tr> </table> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</p>	• The title of the position for which you are applying	• Name of department where you are currently employed	• Title of your present position and date you entered it	• Your business telephone number	• Date you entered State service	• Present Union Affiliations		
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General Information to Candidate	<p>E-VERIFY PROGRAM EMPLOYER</p>								
Statement of Duties	<p>DUTIES / RESPONSIBILITIES: SEE ATTACHED</p>								
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: SEE ATTACHED</p>								
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <table border="0"> <tr> <td>Rhode Island Ethics Commission</td> <td>Telephone #: <u>(401) 222-3790</u></td> </tr> <tr> <td>40 Fountain Street</td> <td>Fax #: <u>(401) 222-3382</u></td> </tr> <tr> <td>Providence, RI 02903</td> <td>TTY/TDD #: <u>800-RI5-5555</u></td> </tr> <tr> <td>Attn: SA-1 Hiring Committee</td> <td>(Telecommunication Device for the Deaf)</td> </tr> </table> 	Rhode Island Ethics Commission	Telephone #: <u>(401) 222-3790</u>	40 Fountain Street	Fax #: <u>(401) 222-3382</u>	Providence, RI 02903	TTY/TDD #: <u>800-RI5-5555</u>	Attn: SA-1 Hiring Committee	(Telecommunication Device for the Deaf)
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STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

RHODE ISLAND ETHICS COMMISSION

Staff Attorney I

The Rhode Island Ethics Commission seeks applicants for the position of Staff Attorney I. Primary duties include legal research; drafting advisory opinions, regulations and legal memoranda; assisting with investigations, prosecutions and litigation; interacting with the public; and making regular appearances before the Ethics Commission. The successful applicant must possess superior legal research and writing skills and be a capable public speaker. RI Bar membership is required, although recent candidates with pending admission may be considered. The Ethics Commission is an independent, non-partisan entity, and its employees are prohibited from holding public office or participating in political campaigns. Starting salary is \$52,780, plus benefits. To apply please mail or hand deliver (no fax or email) a cover letter, resume and recent writing sample by October 1, 2010, to:

Rhode Island Ethics Commission
40 Fountain Street
Providence, RI 02903
Attn: SA-1 Hiring Committee

The Rhode Island Ethics Commission is an Equal Opportunity/Affirmative Action Employer. The Commission will make reasonable accommodations to furnish appropriate auxiliary aids and services to afford an individual with a disability the opportunity to participate in the application process. For accommodations, please contact the Commission office at (401) 222-3790 (Voice/TDD).